

### **The Brief**

A client who specialised in the sale and distribution of PPE and workwear, who subscribed to the the Quadzu IT Managed Service model, engaged us to develop a solution to digitise their core business functions. The requirement was to systemise all processes from client order to distribution while incorporating stock management and other functions to ensure standardisation of process and a single repository for all data relating to their business functions.

### **The Solution**

Following discussions with a number of clients regarding their existing and potential requirements for monitoring labour spend and how reconciliation with approved Purchase Orders could be simplified a detailed specification was put together and distributed to the clients who had expressed an interest in the development of this function.

The specification document identified a number of elements to be developed as a means of providing an in-built solution to the issues faced by clients. These included development of the following functions: -

- to enter a Purchase Order Number and link it to specific sites and/or cost codes with a value, effective and expiry dates
- to amend the PO value and expiry dates
- to close off a PO if it is no longer required
- to present a specific PO number to the site/cost code timesheet that is being approved
- to monitor spend against specific timesheets with the relevant description of what was approved
- to record and monitor manual adjustments made on the purchase order along with who made the amendment, when it was made and details of the changes

### **The Outcome**

Implementation of the Purchase Order Monitoring function allowed clients to view information relating to labour spend based on actual events that had been undertaken by users on the system. This function ensured that clients were aware of the remaining value of current purchase orders and when they are due to expire. It also meant that the invoice reconciliation process for clients in relation to labour managed via the Quadzu Workforce Management Platform was simplified and ensured that approved timesheets, invoices and purchase order allocation matched exactly.